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How To Guide for Scheduling Mass Intentions

Because there has been some confusion on how to schedule Mass intentions going forward into the year 2018, the following is a guide for all those who receive requests for scheduling Mass intentions in the Diocese of Pittsburgh.

As way of background, in the fall of 2018, in light of the *On Mission for The Church Alive!* initiative, Mass schedules in parishes around the Diocese of Pittsburgh are subject to change. Because most parishes will see changes to the number of Sunday and weekday Masses and even different Mass times, **those requesting a Mass intention should be aware of the possible changes.**

When a person requests a Mass to be offered for a particular intention, parishes should adhere to the following protocol:

1. From now (**October 2017**) until the time new Mass schedules are announced for Parish Groupings (**July 2018**): Priests, secretaries and others currently accepting Mass intentions should use the current Mass schedule for taking intentions. Whatever the current schedule is, adhere to this until further notice.

For example: if a person between October 2017 and July 2018 asks for a Mass, simply follow the current Mass schedule.

Note: If a person requests a Mass intention for a date after July 2018, you would still follow the current Mass schedule. At this point you would make sure to inform the person that the date, time or even location are subject to change. Additionally, there is a possibility that this Mass intention might be combined with another Mass intention at the same Mass.

2. Immediately following the announcement of the new Mass schedule in July 2018, priests and parishes will be advised to schedule Masses according to the new Mass schedule. **Until the Mass schedule changes receive final approval, Mass intentions should be scheduled according to the current schedule.**
3. You may use the *Mass Intention Request Form* to help inform those requesting Masses about the possibility of changes. (This form is for your convenience only.) **However, be sure to record the address/phone/email information of the requestor so that he or she can be notified if a Mass intention will be celebrated at a different time/date/location.**

October 2017 —————> *Use Current Schedule* —————> July 2018



Mass Intention Request Form in the Diocese of Pittsburgh

We are very happy that you would like to have the Holy Mass celebrated for your intention. However, please know that beginning in the fall of 2018, as part of the *On Mission for The Church Alive!* initiative, the Mass schedule in our parish and all parishes in the Diocese of Pittsburgh will be changing. This means that while we will make every effort to honor the scheduled time and date for Mass intentions, the time of the Mass you have requested and even the date or location may need to change. Also, it may be possible that your intention would be combined with other intentions at the same Mass.

Mass Intention Information

Name of Intention: _____

Desired Date: _____

Desired Time: _____

Location: _____

Please leave your name, address, phone number and/or email address if you would like us to contact you if the schedule for your intention changes.

No need to contact me if the schedule for my requested Mass intention changes.

Please contact me if the schedule for my requested Mass intention changes. My information is as follows:

Requestor Information

Requestor's Name: _____

Address: _____

Phone: _____

Email: _____